DA 281-2 (Special) State of Kansas--Department of Administration
Rev. 9/94 **PERSONNEL SERVICES**

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

**PART I - Position Description**

| | | |
|---|---|---|
| 1. Agency Name<br>Dept. for Children & Families | 9. Position Number<br>K0224361 | 10. Budget Program Number<br>23342 |
| 2. Employee Name (leave blank if position vacant) | 11. Present Class Title (if existing position)<br>Special Investigator I | |
| 3. Division<br>West Region | 12. Proposed Class Title | |
| 4. Section<br>Integrated Service Delivery | 13. Allocation | |
| 5. Unit<br>Prevention & Protection Services | 14 (a). Effective Date | 14 (b). FLSA Code |
| 6. Location (address where employee works)<br>City Garden City County Finney | 15. By | Approved |
| 7. (Circle appropriate time)<br>Full Time x Perm Inter<br>Part Time Temp % | 16. Audit<br>Date: By:<br>Date: By: | |
| 8. Regular Hours<br>From: 8:00 AM AM To: 5:00 PM PM | 17.Position Reviews<br>Date: By: | |

**PART I I - Organizational Information** **Area for use by Personnel Office**

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position is part of a service delivery team responsible to provide quality customer service while performing a variety of tasks to meet service needs of children in families where abuse or neglect is suspected or are at risk for abuse and neglect. This position participates in investigating and gathering customer information, disseminating agency and program information, analyzing information to determine possible services, assessing for appropriate referrals within the agency and/or to community resources, maintaining single program cases and assisting customers to ensure children are protected.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name:** Jodi Inguanza **Title:** Social Work Supervisor Social Work Supervisor **Position Number:**

Who evaluates the work of an incumbent in this position.

**Name:** Jodi Inguanza **Title:** Social Work Supervisor Social Work Supervisor **Position Number:**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The cases assigned to the Special Investigator range in complexity from simple to complex in nature. The investigator exercises independent judgment in the investigation of assigned cases and in coordination with the Social Work Specialist. Work is controlled by routine review and reporting to or in consultation with the supervisor.

d) Which statement best describes the result of error in action or decision of this employee.

( ) Minimal property damage, minor injury, minor disruption of the work flow.
( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
( ) Major program failure, major property loss, or serious injury of incapacitation.
( x ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)
**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

| No. % E OR M | |
|---|---|
| | In addition to the tasks listed below, the incumbent is expected to communicate the Mission Vision, and Guiding Principles of the agency to peers, customer and public, Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally, serve as a positive role model, and Work cooperatively with peers, staff, customers, community partners and the general public. |
| 1. 40% E | **1. COORDINATION OF ABUSE/NEGLECT REFERRALS**<br>• Receives assignment reports of families where child(ren)/adults are suspected of being abused or neglected or in need of care as defined by K.S.A. 38-1502 (1).<br>• Establishes timely face to face contact with one or more family members to investigate the issues of alleged abuse/neglect.<br>• Timely enters all child abuse neglect investigation information into the Kansas Initiatives for Decision Support System (KIDS)<br>• Confers and shares results of investigation with social work specialist, and supervisor and assists in making case finding decision.<br>• Reviews abuse/neglect referrals from program staff for completeness and accuracy.<br>• Follows up with agency staff to obtain further information or to clarify inconsistencies.<br>• Assists agency attorney in preparing for administrative appeal hearing. |
| 2. 40% E | **2. SPECIAL INVESTIGATIONS**<br>• Reviews abuse/neglect referrals and conducts in-depth investigation (locates and interviews witnesses, defendant, and other persons as appropriate, and obtains documentary evidence).<br>• Analyzes preliminary data to develop investigative strategies.<br>• Analyzes investigative findings and completes an investigative report within established policy or direction. The report outlines investigative findings and recommendations for further action.<br>• Staff/coordinate abuse/neglect cases referred to prosecutor with social worker assigned to case and social worker supervisor. This may include assisting in preparing an affidavit.<br>• Under the supervision of DCF, assist various law enforcement agencies with criminal investigations while complying with agency regulations and Kansas Statutes.<br>• Testifies at administrative court hearings, criminal hearings or CINC hearings.<br>• Compiles periodic statistical reports concerning Special Investigations. |
| 3. 15% E | **3. SPECIAL TASKS ASSIGNED**<br>• Maintain contact with agency staff, clients, prosecuting attorneys, law enforcement investigators, witnesses, and members of the public during the course of completing assigned tasks.<br>• May be assigned individually or as a member of a team |
| 4. 5% E | **4. OTHER**<br>• Other duties as assigned by supervisor, social work specialist, Site Manager, Assistant Director, or Regional Director. |

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Cost due to errors may be significant. Failure to investigate or observe procedures could result in serious harm, permanent injury, or death to a child or adult.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title** **Position/KIPPS Number**

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Numerous contacts are required with customers, agency personnel, law enforcement, prosecutors, and the courts to investigate and prosecute various cases.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Discomforts and hazard exist due to weather conditions, lightning, and temperature extremes. Facing dangerous and hostile clients. Threats to health and safety exist.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

35 mm and digital cameras, personal computer with state access for state data systems, internet and e-mail, fax machine, copier, calculator, state cars, and telephone used daily.

**PART III - Education, Experience and Physical Requirements Information**

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Have a high school diploma or equivalent and one year investigating, fact finding or enforcing state or federal laws and regulations. Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Valid driver's license.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Experience in field investigative work as a law enforcement officer, social worker, corrections/parole officer or special/private investigator.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work requires light physical exertion. The employee may be required to perform handling activities with light weight or easily moved items (books, file folders, office supplies, small machine parts). Perform moving activities for brief periods, operate light equipment, perform repetitive motions for brief periods. Minor to serious injuries are possible.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

A confidentiality policy is required to be followed. This position is responsible to understand agency and site procedures in emergency situations such as fires, tornadoes, floods, etc.

**PART IV - Signatures**

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|---|---|---|---|
| Signature of Employee | Date | Signature of Personnel Officer | Date |
| Signature of Supervisor | Date | Signature of Agency Head or Appointing Authority | Date |